

Event organizers can create a new test while creating an event, or create a new test directly in the test library. The tests in your library are available for a current event or for any event that you organize in the future.

Event presenters can also create tests and assign them to meetings. The presenter's meeting invitation contains a link to the test creation page. The presenter can enter his or her e-mail address and confirmation number to access this page and create tests.

Create a Test from within an Event

1. On the **Create or Edit an Event** page, under Step 4 - Meeting Elements, click **Tests**.

Step 4 - Meeting Elements	
Description	Assigned
Event Presenters	No
Meeting Handouts	No
Tests	Yes

2. On the **Event Tests** page, click **New**.

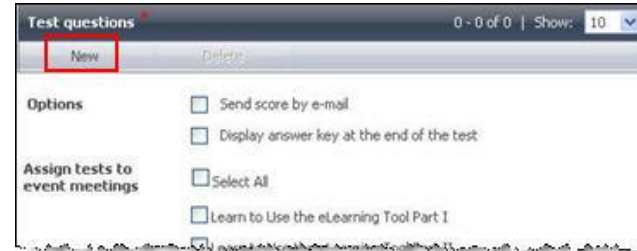
Events > Edit Event > Event Tests
Training Event
Event Tests

The newly created tests are added to the library.

Test	
Title	Event Meetings Assigned To
<input type="checkbox"/> 30-day Assessment	Training Event
<input type="checkbox"/> Training Knowledge Assessment	Training Event

3. On the **Create a test** page, type the Title, Author, Description and Instructions.
4. Under **Test Questions and Additional Information**, click **New**, and then complete the following steps:
 - **Type:** select the type of question you want to add.
 - **Question:** type the question you want to appear to respondents.
 - **Answers:** type the answers and select the check box next to the correct answer.

5. Click **Insert Answer Choice** to add more boxes.
6. Select the correct answer by placing a check mark next to the answer.
7. Click **Save**.
8. On the **Create a Test** page, click **New** to enter additional questions.



9. When you have entered all of the questions, next to **Options**, select either **Send [test] scores by e-mail** to individual registrants or **Display answer key at the end of the test** to the registrant.
10. Next to **Assign Tests to Event Meetings**, you can choose to add the test to all meetings for the event or just to certain meetings in the event.
11. Click **Save**, and then click **Done** to finish creating the test.

TIP Locating the Test URL

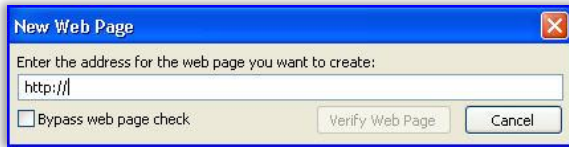
- From the Presenter invitation, under Event Information, click the **Test** link.
- Log in to the **Tests and Test Results** page using your email address.
- On the Test page, click **Event Description** in the left menu bar.
- Under Event Test copy the URL listed for Session 1.

Microsoft® Office Live Meeting Handout: Administering & Monitoring Tests

As an event presenter, you can administer tests to event attendees from within Live Meeting. You can create a Web slide that points to the test URL. Attendees can then access the test URL from their Live Meeting client. While the attendees are taking the test, you can monitor their responses concurrently.

Administer a Test During a Live Meeting Session

1. In the Live Meeting client, click **Content**, click **Share**, and then click **Web Page**.
2. In the **New Web Page** dialog box, type or paste the test URL.



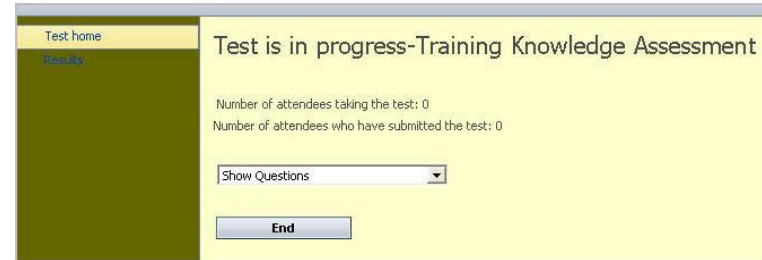
3. Click **Verify Web Page**. Once the Web page has been verified, click **Create Web Page**.
4. On the **Test Login** page instruct attendees to begin the test by entering their e-mail addresses and the confirmation number they received in the confirmation e-mail message.



Monitor the Test

On the test Web page slide, log in as the **Presenter**.

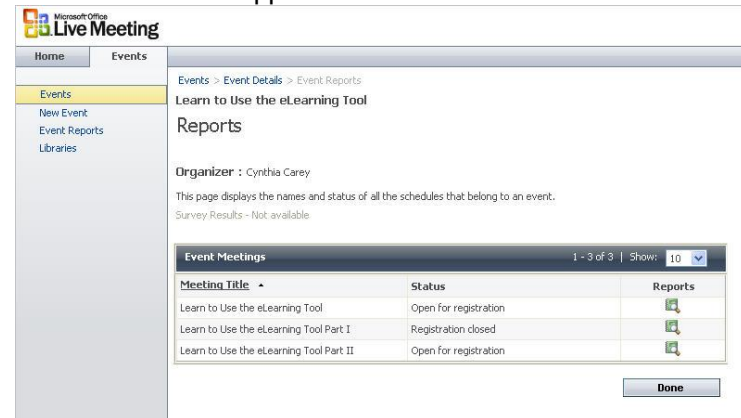
1. Click **Presenter**, and then type the **Entry Code** and the **Meeting ID**.
2. Click **Login**.
3. Select the test question you want to view. You can view the results as attendees enter their responses.



4. To end the test, click **End**.

View and Publish Test Results

1. Click the **Results** link in the left hand pane. The **Results by attendees** table appears.



2. Click **Publish Results**.

Note

Attendees can view the published results by clicking **View Results**.